

Re-use your Resume

Re-use your Resume... is a fast and easy way to apply for Department of the Navy civilian job opportunity announcements.

With Re-use your Resume, you use a current resume already on file with a Department of the Navy Human Resource Service Center (HRSC) to apply for other Open Continuous job announcements issued by that Center.

To use this process you must have:

- 1) Already applied against an Open Continuous vacancy at that HRSC with a Resume and Additional Data Sheet (ADS) and
- 2) Applied with a resume and ADS submitted using either our old resume builder or our new Apply Now process.

How Do You Re-Use Your Resume?

Go to [Jobs, Jobs, Jobs](#) and then **Search for Jobs**. Locate and open the job opportunity announcement in which you're interested in applying for. Read the announcement and when you are ready to apply, scroll to the bottom and click the Apply Now button.

Follow the simple directions provided and click Apply Now. It's that easy! Your name, resume and ADS will then be placed in the file for that particular announcement.